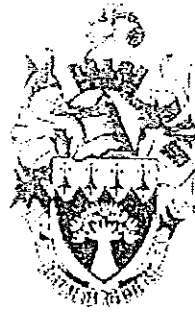


SPECIAL COUNCIL MEETING HELD  
ON 10 DECEMBER 2015.

**KHAI-MA**



**MUNICIPALITY**

**MUNISIPALITEIT**

**INTERGRATED DEVELOPMENT PLAN**

**PROCESS PLAN**

**2015 / 2016**

## KHAI-MA MUNICIPALITY PROCESS PLAN 2015- 2016

ACTIVITIES RELATED TO THE NEW BUDGET	IDP FOR THE NEXT YEAR	RESPONSIBILITY	DUE DATE
<b>TIME SCHEDULES PLANNING</b>			
Compilation of time schedules for the next budget cycle.	Compilation of time schedules for the next IDP process.	Head: Finance	July 2015
		Head: IDP/LED/Housing	July 2015
<b>TIME SCHEDULES AND CONSULTATIONS</b>			
Mayor submits new budget process and timeframes to the Council.	Mayor submits new IDP review process and timeframes to Council.	Mayor	August 2015
Advertisement (website, local newspapers and notice boards) of budget process and time schedules.	Advertisement (website, local newspapers and notice boards) of the new process, schedules and meetings of all forums and committees.	Municipal Manager	Within 5 days after submission to the Council
Ensure linkages of consultation of both the budget and IDP process take place.	Ensure linkages of consultation of both the budget and IDP process take place.	Mayor	Continuous process
Review all external mechanisms to ensure that all possible changes with agreements, which may have an impact on the next budget, are considered.		Municipal Manager	September 2015

PERFORMANCE AND FINANCIAL CAPACITY			
<p>Based on the financial statements of the previous year and the results of performance investigations consider the financial position and capacity of the Municipality to determine the impact thereof on future strategies and budgets.</p>	<p>Review the performance of the IDP for the past year and consult with the community on performance and changes in needs (Steering Committee and IDP Rep Forum)</p>	<p>Head: IDP/LED/Housing Municipal Manager  Head: Finance</p>	<p>1 Oct– 21 Nov 2015   September 2015</p>
LONG TERM PLANNING			
<p>In consultation with the Executive Committee, determine future priority areas for the Municipality to guide the budget allocations and IDP plans.</p> <p>Confirm present policy priorities and compile new policy priorities for the next three years.</p> <p>Executive Committee approves the policy directions and priority areas.</p> <p>Identify all factors, which may have an impact on future budgets and determine broad financial frameworks.</p> <p>Determine possible income/funding, which may become available for the next three years.</p> <p>Determine the most likely outcome and identify any needs for changes towards fiscal strategies.</p>	<p>In consultation with the Council update the future directions, strategies and priorities for the next 3 to 5 years (incorporate the feedback from the community)</p>	<p>Mayor</p>	<p>20 October 2015</p>

<p>Refine income and funding policies, included tariff structures.</p> <p>Prepare the initial allocations based on the financial capacity and the most likely future financial outcome.</p> <p>Council discussed the desire income, objectives, priorities and outputs for the next three years.</p>	<p>Council discussed the desire outcome, objectives, priorities and outputs for the next three years.</p>		
<b>CONSULTATION WITH OTHER AUTHORITIES</b>			
<p>Municipality derives inputs from National and Provincial Government and other bodies about factors which may influence the budget.</p> <p>Advertisement of requests for funding transfers to organizations outside the government spheres.</p>		<p>Municipal Manager</p>	<p>December 2015</p>
<b>PREPARATION OF DRAFTS</b>			
<p>Preparation of draft IDP and capital and operational plans with costs and income projections. Incorporate in the first SDBIP.</p> <p>Preparation of projections of functional allocations based on past performance and adjusts with known factors, known obligations and asset maintenance requirements.</p> <p>Adjust plans to establish link with available resources and policy priorities.</p> <p>Finalization of preliminary options for the IDP and budget for the next three years.</p> <p>Consider the impact on tariffs and consumers levies</p>	<p>Integrated with the IDP, including the update of budget frameworks</p>	<p>All Managers/Heads</p>	<p>31 January 2016</p>

PRIORITY DETERMINATION			
<p>Consult Council about the preliminary budget, tariff adjustments and IDP medium term proposals.</p> <p>Council discusses the preliminary budget, tariff adjustments and IDP proposals in consideration with the priorities and objectives which are included in the medium term proposals.</p> <p>Go ahead with the finalization of the detailed operational plans and budgets.</p> <p>Incorporate the objectives and operational plans in the draft Service Delivery and Budget Implementation Plan.</p> <p>National and Provincial accountability officials finalize any adjustments towards the projected allocations for the next three years no later than their own budgets.</p>	<p>Go ahead with the finalization of the detailed plans.</p>	<p>All Managers and Heads</p> <p>Executive Committee and Management</p>	<p>February 2016</p> <p>February 2016</p> <p>February 2016</p> <p>February 2016</p>
<b>FINALISATION OF DRAFTS</b>			
<p>Finalization of detailed draft budget for the next three years in accordance with the prescribed format.</p> <p>Incorporate the draft budget proposals and monthly projections of Income, Expenditure, Capital and of Income per Source in the draft Service Delivery and Budget Implementation Plan.</p>	<p>Finalization of detailed updates of the IDP and budget link.</p>	<p>Head: Finance</p> <p>Head: IDP/LED/Housing</p> <p>Head: Finance</p>	<p>February 2016</p> <p>February 2016</p> <p>March 2016</p>
<b>CONSIDERATION OF DRAFT BUDGET</b>	<p>Council receive the budget, draft SDBIP and updates to the IDP.</p>	<p>Head: Finance</p>	<p>March 2016</p>

Municipal Council approves the IDP and budget before 31 May	Municipal Council approves the IDP and budget before 31 May.	Council	May 2016
<b>PUBLICATIONS AND SDBIP</b>			
Publication of the budget, tariffs and IDP send a copy of the approved budget to the National and Provincial Government (for notification).	Publication of the budget, tariffs and IDP and send a copy of the approved budget to the National and Provincial Government	Municipal Manager	May 2016
Submit draft SDBIP and draft performance agreements of the Municipal Manager and Senior Managers to the Mayor for approval.		Municipal Manager	June 2016
Approval of SDBIP and performance agreements. Advertise the SDBIP and performance agreements (notification).		Municipal Manager	June 2016
Submission of performance agreements to the MEC of COGHSTA (special council meeting).		Mayor	July 2016
Mayor		Mayor	July 2016
<b>BUDGET IMPLEMENTATION</b>			
Implementation of the budget.		Municipal Manager	July 2016
Start with the preparation of the next budget.		Mayor	July 2016
Review the budget, if necessary		Mayor	January 2017